

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

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Person to Contact			Working Title		•	Telephone Nun	nbe
illiam H. Roper		Div	ision Director			656-2191	<u>L</u>
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YES	NO	10. Questionnaire (Place an "X" in the proper column)	
		a. Is this the official copy of the series?	
X		If not, where is it?	
X	, %	b. Does the series contain confidential information requiring security handling? If yes, cite law or regula See note in item 11 below.	ition.
	X	c. Is this a vital record?	·
Х		d. Does this series have historical or long term research value?	
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could	d these
	X	documents be scheduled separately?	
	Х	f. Is the information contained in this series ever published? If yes, attach copy.	
Х	٠	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?	•
		If yes, attach copy. Partly, in Management Review Report Files.	
Ì	х	h. Is there a duplication of this series in your office, or in another office or agency?  If yes, where?	•
	X	i. Is this series (or a major portion of it) regularly microfilmed?	
	X	i. Does the record series result in a computer printout?	
l. I	Retent	ion Requirements The following requires the series to be kept:	
			years.
			years.
•	s. FOC	eral lawyears. f. Federal retention instructions	years.
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		copy or excert of laws or regulations. Explain administrative need.	
		inder the provisions of Georgia Code 40-810c for five years after the year ted, May be opened with approval of agency head.	the file
25	CTE	ted, thay be opened with approval or agency head.	
2. /	Annro	red Disposition Instructions This agency recommends that the file series be cut off at the end of each:	
		☐ Calendar Year; ☐ Fiscal Year; ☐ Other	
		Cole idei fest, C Fiscal Fest, C Ottlei	then,
	Ho!	d in the current files areamonth(s)2 year(s); then	4
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1	These i	nstructions apply to all prior and future accumulations of the series.	
	cy Hes	d/Designee (Signature) Date Records Management Officeri (Signature)	Date
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-80-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 78-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Application Number Office of Planning and Budget Management Review Division 270 Washington Street, S. W. Application Number Date Received Room 608 MAR 1 1 1981 FEB 2 6 1981 Atlanta, Georgia 30334 2. Person to Contact **Working Title** Telephone Number 656-2191 Division Director William H. Roper 3. Action Requested Establish Retention Schedule record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. Amend Application No. \_\_\_\_73-197 \_\_ Check One: 🔯 Change; 🔲 Supercede; 🗀 Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest MANAGEMENT REVIEW DIVISION SUBJECT FILES 1973 Present 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? CHANGE ITEM 12 ! DISP. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: File is arranged: 8. Monthly Reference Rate How often are records referred to which are: One to six months old \_ ; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older ... 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_ ; Shelves \_\_\_\_; Other (specify) \_\_

		X" in the proper ∞		
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b. Does	, where is it? the series contain confid	dential information	requiring security handling? If yes, cite la	w or regulation.
c. Is this	a vital record?			
d. Does	this series have historica			
	one or two documents nents be scheduled sepa		necessary to keep the entire file for a long p	period, could these
O T. O the	information contained	in this series ever p	ublished? If yes, attach copy.	
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h. Is the	re a duplication of this	series in your office	e, or in another office or agency?	
i Is this	, where? series <i>(or a maior port</i> i	ion of it) regularly i	microfilmed?	
	the record series result			
11. Retention Require			s the series to be kept:	
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b. Statute of limi			e. Administrative need	years.
c. Federal law	· · · · · · · · · · · · · · · · · · ·	years.	f. Federal retention instructions	years.
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Attach copy or ex	cert of laws or regulation	ons. Explain admin	nstrativa naed.	
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12. Approved Disposi	tion Instructions Ti	his agency recomme	ands that the file series be cut off at the end	l of each:
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